



State of Wisconsin
Governor Scott Walker

Department of Agriculture, Trade and Consumer Protection

Instructions for Extending

2018 Nutrient Management Farmer Education (NMFE) Grants into 2019

If you anticipate having unspent NMFE funds by the end of 2018, you may request an extension on or before **December 31, 2018** to carry your remaining funds into 2019.

KEY POINTS FOR EXTENSION REQUESTS:

- ▶ Extensions are granted for only one year.
- ▶ All extension requests must be received electronically on or before December 31, 2018.
- ▶ Please e-mail the following information to ryan.erisman@wisconsin.gov:
 - An extension request letter signed by a person authorized to act under the grant.
 - A specific dollar amount of the extension and identification of the funding categories of the grant for which an extension is sought. (ex. Soil testing payments, landowner stipends, support costs, etc.)
 - A work plan or other documentation explaining how the extended funds will be spent. The work plan should include an updated timeline and sufficient details (number of landowners, number of workshops to be held, etc.) to support the extension request.
- ▶ DATCP will notify cooperators on their extension approval by providing a copy of the *Addendum to the 2019 Joint Final Allocation Plan*, which will be sent no later than April 30, 2019. DATCP may contact cooperators prior to this date to adjust the dollar amounts of their extension requests based on available funds, or make other necessary changes in their requests.
- ▶ Questions? Please contact Ryan Erisman at: 608-224-4604 or ryan.erisman@wisconsin.gov

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